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7 September 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Senior Seminar Weekly Report #1
30 August - 3 September

1. Senior Seminar Staffing

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The arrival this week of [] as Administrative Officer for the Senior Seminar Staff brings the total personnel to nine and rounds out the personnel necessary to plan and run the first Seminar. Dates for the Seminar are 19 September through 24 November.

The Staff now is comprised of myself as Chief: John E.

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Each of the professionals except the Administrative Officer is in charge of planning and organizing one or more blocks of the Seminar.

The move to the Chamber of Commerce Building will enable the Seminar Staff to occupy common quarters on the 10th floor rather than being split between floors as has been the case at 1000 Glebe.

2. Pre-Seminar Conference of Participants

Seventeen of the 20 senior Agency officers selected for the first running of the Senior Seminar met with the DTR and the Seminar Staff on 28 September for an advance briefing. Mr. Cunningham's presentation of the rationale for having a senior seminar and of his hopes for its future, providing the first running is successful, visibly heightened the interest of the selected participants.

A major purpose for convening the group was to acquaint them with the possible elective topics which may interest them in the various blocks of Seminar's content. As soon as they have indicated elective choices, the Staff will prepare resources for those selected. Participants were also asked to volunteer themselves as resource persons for topics on which they have experience or knowledge.

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Chief, Senior Seminar